

***-JOB POSTING NOTICE (EOE)-***

CLOSING DATE: UNTIL FILLED

|                                      |              |                       |                            |  |
|--------------------------------------|--------------|-----------------------|----------------------------|--|
| STATE JOB TITLE: PROJECT COORDINATOR |              |                       | STATE JOB CLASS: AK03      |  |
| BAND: 06                             | SALARY RANGE | \$ 038703 - \$ 071608 | SPECIAL INCENTIVE: NO      |  |
| LEVEL: E                             | SALARY RANGE | \$ 045280 - \$ 071608 | SCEIS POSITION #: 61022787 |  |

DESCRIPTION OF DUTIES:

MANAGES, MONITORS AND COORDINATES ALL PHASES OF CAPITAL IMPROVEMENT PROJECTS FROM PLANNING, DESIGNING AND CONSTRUCTION, TO ENSURE COMPLIANCE WITH CONTRACT REQUIREMENTS, SCHEDULES AND BUDGETS. REVIEWS AND APPROVES PLANS, SPECIFICATIONS, AND DESIGN STRATEGIES. COORDINATES WITH DESIGN PROFESSIONALS AND AGENCY PERSONNEL ON DESIGN AND CONSTRUCTION RELATED ISSUES. FOLLOWS AGENCY POLICIES & PROCEDURES, & STATE & FEDERAL LAWS & REGULATIONS IN AWARDDING, PREPARING, DISTRIBUTING, & EXECUTING CONTRACTS (PROFESSIONAL DESIGN SERVICES & GENERAL CONSTRUCTION). COORDINATES THE REVIEW OF DESIGN DOCUMENT WITH THE STATE ENGINEER'S OFFICE & OTHER APPROPRIATE AGENCY STAFF. PREPARES PROJECT MANAGEMENT DOCUMENTATION FOR MAJOR CONSTRUCTION PROJECTS. PROVIDES QUALITY CONTROL INSPECTIONS FOR CONSTRUCTION PROJECTS - INCLUDES ON-SITE PROJECT MEETINGS, PERMITTING, SCHEDULING, CHANGE ORDERS, SUBSTANTIAL COMPLETION & PROJECT CLOSE-OUT. ADMINISTERS PROJECT RECORDS MANAGEMENT. PERFORMS ADDITIONAL DUTIES AS REQUESTED.

COMMENTS:

PLEASE SUBMIT RESUME WITH APPLICATION FOR THIS POSITION. WILL REMAIN OPEN UNTIL FILLED.